A	shutting down, 23
accounts, e-mail	starting, 22–23
adding, 72-73	switching between, 26
MobileMe accounts, adding, 72	toolbars, selecting commands using, 31
POP accounts, adding, 73	uninstalling, 250–251
accounts, user, 232-233	viewing open with Mission Control, 27
Address Book. See also contacts	window layout
contacts, maintaining, 16	Close button, 28
icon, Dock, 21	horizontal scrollbar, 28
opening and closing, 92-93	Minimize button, 28
Administrator account, 233	resize control, 28
albums of photos, creating, 168-169	status bar, 28
all-day events	toolbar, 28
creating, 105	vertical scrollbar, 28
scheduling, 17	Zoom button, 28
antivirus program, 67	Applications icon, Dock, 21
app folder, creating in Launchpad, 230-231	appointments
App Store icon, Dock, 21	all-day events, scheduling, 17
Apple Bluetooth mouse, 283	repeating, scheduling, 17
Apple ID, 86–87	scheduling, 16
Apple logo, removing from DVD main menu, 187	synchronizing with MobileMe, 17
applications	apps, synchronizing, 154-155
automatic start-up at login of, 237	aspect ratio, 229
dialogs, selecting options in	attachments, adding to emails, 76-77
check boxes, 33	audio chat, 15
command buttons, 32	
list boxes, 32	В
pop-up menus, 33	background, changing desktop, 222-223
radio buttons, 33	backups, Time Machine, 258–259
tabs, 33	batteries, reconditioning notebook, 262-263
text boxes, 32	bit rate, 123
Dock, adding icons to, 23	blind courtesy copies (Bccs), 289
forcing to close when stuck, 270-271	Bluetooth devices
full screen mode for, 29	Apple mouse, conflicts with, 283
Launchpad, starting with, 24-25	cell phones, connecting, 307
pull-down menus, selecting commands from, 30	generic devices, connecting, 304-305

Bluetooth devices (continued)	clearing history list, 59
keyboards, connecting, 306	clips, adding to movie projects, 200-201
removing, 307	Close button, windows, 28
bookmarks	command buttons, dialog, 32
creating, 62–63	commands
deleting, 63	executing, 30, 31
burning	pull-down menus, selecting from, 30
files to CDs, 126–127	toolbars, selecting using, 31
music to CDs, 7	connecting devices for synchronization, 138-139
buying, on Internet, 13	contacts
	adding, 94–95
C	Address Book
cables, network, 303	maintaining, 16
Calendar application, MobileMe, 292–293	opening and closing, 92-93
calendars	editing, 96–97
navigating, 102–103	FaceTime, 88-89
synchronizing, 148-149	groups of, creating, 98–99
cameras, importing from, 9, 164–165	MobileMe, 290-291
cards, Address Book	photos, adding to cards for, 97
adding, 94	synchronizing, 17, 148–149
editing, 96–97	working with, 16
categories, iTunes, 115	Contacts application, MobileMe, 290–291
CDs	contents, iTunes, 115
burning files to, 7, 126-127	copying
ejecting, 121	files, 44
importing music from, 7	music to CDs, 7
pausing and resuming play, 119	in shared screens, 323
playing, 118	text, 42
random selection, playing, 121	corrupt preferences files, repairing, 272-273
repeating, 120	Cover Flow view, 158
skipping tracks, 119	credits, adding to movies, 212-213
switching songs, 120	cropping, photo, 170-171
cell phones, connecting through Bluetooth, 307	customization
Center option, Desktop & Screen Saver	app folder, creating in Launchpad, 230–231
preferences, 223	desktop background, changing, 222-223
chat, 15	display resolution, changing, 228–229
check boxes, dialog, 33	displaying System Preferences, 220–221

of Dock, 234–235	discoverable devices, 305
hiding Dock, 238–239	disk drive, moving files between, 45
icons, adding to Dock, 236–237	disk permissions, repairing, 276–277
installing programs using App Store, 242–243	Disk Utility, 276–279
screen savers, activating, 224–225	disks, repairing, 278–279
sleep options, 226–227	display resolution, changing, 228–229
user accounts, 232–233	Dock
widgets, adding to Dashboard, 240–241	adding application icons to, 23
cycling batteries, 262–263	customization of, 234–235
	hiding, 238–239
D	icons
Dashboard	adding to, 236–237
icon, Dock, 21	default, 21
widgets, adding to, 240-241	removing from, 237
deleting	overview, 20
bookmarks, 63	documents
events, 107	copying, 44
files, 47	creating, 4
music tracks in iTunes, 123	deleting, 47
text characters, 40	editing text in
desktop	copying text, 42
background, changing, 222–223	deleting characters, 40
free space, displaying on, 248–249	moving text, 43
icons on, 20	selecting text for editing, 41
organization of, 247	moving files, 45
overview, 20	opening, 37
dialogs	presentations, creating, 5
check boxes, 33	printing, 38–39
command buttons, 32	renaming, 46
list boxes, 32	saving, 36
pop-up menus, 33	spreadsheets, creating, 5
radio buttons, 33	web pages, creating, 5
tabs, 33	Word processing, creating, 4
text boxes, 32	Documents icon, Dock, 21
digital cameras, importing photos from, 164–165	domain names, 53
directory 53	downloading files 66-67

Downloads icon, Dock, 21	photos, sending, 182–183
due dates, iCal, 109	reading, 80-81
duplicating files, 44	receiving, 80–81
DVD Player application, 10, 192–193	redirecting, 83
DVDs	replying to, 82–83
DVD Player, playing using, 192-193	sending messages, 74-75
making, 11	signatures, adding, 78–79
of movies, creating, 216–217	synchronizing, 148–149
of photos, creating, 186–189	e-mail address, 74
playing, 10	Energy Saver preferences, 226-227
	Equalizer window, iTunes, 119
E	equipment, sharing on networks, 302
editing	events
contacts, 96–97	calendar, navigating, 102–103
photos, 9	creating, 104–105, 293
song information, 128–129	deleting, 107
text in documents	iCal, opening and closing, 100–101
copying text, 42	repeating, creating, 106–107
deleting characters, 40	to-do items, creating, 108–109
moving text, 43	Excel for Mac, Microsoft, 5
selecting text for editing, 41	,
effects, Photo Booth application, 185	F
ejecting CDs, 121	- FaceTime
e-mail	connecting through, 88-89
accounts, adding, 72–73	icon, Dock, 21
Address Book, sending from, 95	overview, 15
checking for messages, time settings for, 81	signing in to, 86–87
closing, 70–71	Favorites list, FaceTime, 89
contact groups, sending to, 99	file attachments, adding to emails, 76-77
exchanging, 14	file sharing
file attachments, adding, 76–77	with iDisk, 297
format, changing message, 85	turning on, 314-315
forwarding, 84–85	files. See also documents
MobileMe, sending and receiving	sharing on networks, 302
with, 288–289	uploading to iDisk, 296–297
opening, 70–71	Fill Screen option, Desktop & Screen Saver preferences, 223

Finder icon, Dock, 21	I
Fit to Screen option, Desktop & Screen Saver preferences, 223	iCal application. <i>See also</i> events all-day events in, 17
folders	icon, Dock, 21
of photos, synching, 143	opening and closing, 100–101
sharing on networks, 316-317	repeating appointments in, 17
font of titles, iMovie application, 213	scheduling appointments in, 16
Force Quit command, 270–271	iChat application, 15, 21
forwarding e-mail, 84–85	icons
free space, checking hard disk, 248–249	app folders, removing from, 231
full screen mode, 29	on desktop, 20, 247
	Dock, 21, 236–237
G	hard disk, displaying, 249
Gallery application, 294–295	System Preferences, restoring original, 221
games, synchronizing, 152–153	iDisk, 296–297
GarageBand application, 7, 21	iDVD application, 11, 21, 186–189, 216–217
genius sidebar, iTunes, 115	Image Capture, 165
gestures, navigating Launchpad screens by swiping, 25	image links, 52
gift cards, purchasing apps with, 243	iMovie application
graphic equalizer, iTunes, 119	creating new movie projects, 196–197
groups, contact, 98–99	icon, Dock, 21
	importing video files, 198–199
H	making movies with, 11
hard disk	music tracks, adding, 208–209
free space, checking, 248-249	photos, adding, 206–207
repairing, 279	playing movies in, 214–215
hiding Dock, 238-239	titles and credits, adding, 212–213
hiding previously imported photos, 145	transitions in, 204–205
history list	trimming clips in, 202-203
clearing, 59	video clips, adding, 200–201
loading pages from, 58	voiceovers, adding, 210–211
time settings for removing pages from, 59	importing
home page, Internet, 60-61	music, 7 music, specifying quality in, 123
horizontal scrollbar, 28	music from CD, 7
hot corners, 225	photos, 9
	pilotos, s

importing (continued)	viewing photos in, 8
photos from digital cameras, 164–165	iPod. See synchronization
tracks from CDs, 122-123	iPod Shuffle, synchronizing to, 141
video files, 198–199	iSight camera, 9, 184–185, 199
installing	iTunes. See also synchronization
programs using App Store, 242-243	categories, 115
software updates, 255	CDs
instant messaging, 15	audio levels, changing, 119
Internet	burning to, 7, 126-127
bookmarking web pages on, 62-63	ejecting, 121
buying and selling on, 13	importing from, 7, 122-123
downloading files from, 66-67	pausing and resuming play, 119
history list, navigating with, 58-59	playing, 118, 120
home pages, 60-61	random selection order, 121
MobileMe, web-based account, 13	repeating, 120
navigating web pages, 56–57	skipping tracks, 119
QuickTime Player, playing videos on, 195	contents, 115
radio stations on, 132-133	editing song information, 128-129
reading news on, 13	genius sidebar, 115
Safari, 50–51	icon, Dock, 21
searches on, 12, 64-65	Internet radio stations, 132-133
selecting links, 52	Library, 114
socializing on, 13	opening and closing, 112-113
web page address, entering, 53	overview, 6
web pages, opening in tabs, 54-55	playback controls, 115
web surfing, 12	playing video files in, 11
IP addresses, 315	playlists, creating, 124–125
iPad. See synchronization	podcasts, subscribing to, 134–135
iPhone	song titles, viewing, 121
synchronizing. See synchronization	songs, playing, 116–117
uploading photos to albums using, 295	sort buttons, 115
iPhoto application. See also photos	status area, 115
editing in, 9	synching TV shows, 147
icon, Dock, 21	view options, 115
opening and closing, 162-163	visualizations, displaying during
organizing photos in, 8	playback, 119
preventing from opening when connecting devices, 145	

iTunes Library	links
categories in, 114	opening in new tabs, 54
configuring, 114	selecting, 52
iTunes Store	list boxes, dialog, 32
games, purchasing, 153	location data, assigning to photos, 180-181
music, purchasing, 130	locking Macs, 269
overview, 6	locking System Preferences, 269
iWeb application, 5, 21	login items, 237, 256-257
iWork Keynote application, 5	
iWork Numbers application, 5	M
iWork Pages application, 4	Mac OS X Updates, 255
	Mail application, 21. See also e-mail
J	mail ports, setting up nonstandard outgoing, 73
jump cuts, 204-205	maintenance
	battery, reconditioning notebook, 262-263
K	desktop organization, 247
Ken Burns effect, 206–207	emptying Trash, 246
keyboard shortcuts	hard disk free space, checking, 248–249
for bookmarks, 63	login items, removing unneeded, 256–257
for displaying home page, 61	software update schedules, 252-253
for Force Quit command, 271	Time Machine
for hiding Dock, 239	backups, configuring, 258–259
for navigating web pages, 57	restoring files using, 260–261
for opening Dashboard, 241	uninstalling applications, 250–251
for opening web pages in tabs, 55	updating software manually, 254–255
for selecting text, 41	Managed with Parental Controls account, 233
for slide show viewing, 161	mapping photos, 180-181
for switching between applications, 26	marking to-do items as completed, 109
keyboards, connecting Bluetooth, 306	memory effect, 263
Keynote application, 5	menu bar
	changing resolution from, 229
L	overview, 20
Launchpad	Microsoft Excel for Mac, 5
app folder, creating in, 230-231	Microsoft PowerPoint for Mac, 5
icon, Dock, 21	Microsoft Word for Mac, 4
navigating screens by swiping, 25	
starting applications with, 24-25	

Minimize button, 28	transitions between clips, adding, 204–205
Mission Control, viewing running applications	trimming clips, 202–203
with, 27	TV shows, playing, 11
MobileMe	moving
adding to email application, 72	files, 45
appointments, synchronizing with, 17	text, 43
contacts, 290-291	Multiple Item Information dialog, iTunes, 129
contacts, synchronizing with, 17	multitasking, 26
e-mail, sending and receiving with, 288–289	music. See also iTunes
iDisk, uploading files to, 296–297	purchasing at iTunes Store, 6
Internet account, 13	recording, 7
photo sharing with, 294–295	slide shows, adding to, 189
publishing videos to, 217	synchronization of, 7, 140-141
schedule, managing with, 292–293	tracks, adding to movie projects, 208-209
signing in to, 286–287	
synchronizing with, 298-299	N
mouse	names, adding to faces in photos, 178-179
Apple Bluetooth, conflicts with, 283	network cables, 303
moving and copying text with, 43	networks
pointers, 20	Bluetooth devices, connecting
Movie Projects, creating, 196–197	cell phones, 307
movies	generic devices, 304–305
clips, adding to projects, 200–201	keyboards, 306
DVD of, creating, 216–217	equipment, sharing, 302
DVD Player, playing DVDs using, 192–193	file and printer sharing, turning on, 314-315
importing video files, 198–199	file sharing on, 302
making, 11	folders, sharing, 316–317
Movie Projects, creating, 196–197	network cables for, 303
music tracks, adding, 208–209	passwords, changing, 312–313
photos, adding, 206–207	printers, sharing, 318–319
playing, 10, 11, 214–215	resources, connecting to, 310-311
Podcasts, playing, 11	routers, 303
QuickTime Player, playing with, 194–195	screen sharing, 322–323
recording voiceovers, 210–211	shared printers, adding, 320–321
synchronizing, 146–147	WAPs, 303
titles and credits, adding, 212–213	wireless, connecting to, 308-309
	wireless connections, 303

news, on Internet, 13	red eye, removing from, 176–177
Next Page icon, Safari, 57	rotating, 172–173
nonstandard outgoing mail ports, setting up, 73	size of, changing, 183
notebook batteries, reconditioning, 262–263	slide shows of, 160–161
Numbers application, 5	straightening, 174–175
	synchronizing from devices, 144-145
0	synchronizing to devices, 142-143
outgoing mail ports, nonstandard, 73	taking pictures, 184-185
	taking snapshots, 9
P	user accounts, changing, 233
Pages application, 4	viewing, 8, 166-167
pairing devices, 305–306	pixels, 229
passwords	playback controls, iTunes, 115
changing network, 312-313	playlists
secure, creating, 313	burning to CDs, 126-127
pausing CDs, 119	creating, 124–125
permissions, user, 317	synchronizing, 140-141
persistence, 224	podcasts
Photo Booth application, 9, 21, 184–185	playing, 11
photos	subscribing to, 134-135
adding to movie projects, 206-207	synchronizing, 150-151
Address Book, adding to, 97	POP accounts, adding, 73
albums of, creating, 168–169	pop-up menus, dialog, 33
contacts, adding for, 291	power cycling, 266–267
cropping, 170-171	PowerPoint for Mac, Microsoft, 5
desktop background, setting, 222-223	preferences files, repairing corrupt, 272–273
DVDs of, creating, 186-189	presentations, creating, 5
editing, 9	Preview application
e-mailing, 182–183	icon, Dock, 21
importing from digital cameras, 9, 164–165	slide shows in, 160–161
iPhoto, opening and closing, 162–163	viewing photos in, 8, 159
mapping, 180–181	previews
MobileMe, sharing with, 294-295	of documents before printing, 39
names, adding to faces in, 178–179	of photos, 158–159
organizing, 8	Previous Page icon, Safari, 56
previews of, 158–159	printer sharing, 314-315, 318-319
	nrinters adding shared to networks 320-32

printing	resources, connecting to network, 310-311
documents, 38–39	restarting Mac, 266–267
to shared network printers, 321	restoring files using Time Machine, 260–261
priority settings, to-do items, 109	rich text e-mail format, changing, 85
programs. See applications	ripping music, 7, 122
Public folder, 315	rotating, photos, 172–173
publishing videos, 217	routers, 303
pull-down menus, selecting commands from, 30	
purchasing music from iTunes Store, 130	S
	Safari. See also Internet
Q	closing, 51
Quick Look feature, 158	home page, opening new windows without dis-
QuickTime Player, 10, 194-195	playing, 61
	icon, Dock, 21
R	opening, 50, 51
radio buttons, dialog, 33	rerunning recent searches, 65
radio stations, Internet, 132–133	surfing Web with, 12
random selection on CDs, playing, 121	safety of downloads, 67
rebooting, 266–267	saving
Recents list, FaceTime, 89	documents, 36
recording	files to Mac, 67
DVDs, 11	schedule, managing with MobileMe, 292-293
movies, 11	screen basics
music, 7	desktop, 20
voiceovers, 210–211	desktop icon, 20
red eye, removing, 176-177	Dock, 20
redirecting e-mail, 83	menu bar, 20
regular events, creating, 104	mouse pointer, 20
reinstalling Mac OS X, 280-283	screen savers, 224–225, 227
reminder messages, iCal, 109	screen sharing, 322–323
renaming files, 46	scrollbars, 28
repeating appointments, scheduling, 17	scrolling credits, iMovie application, 212–213
repeating CDs, 120	search engines, 64
repeating events, creating, 106–107	searches, Internet, 12, 64–65
replying to e-mail, 82–83	secure passwords, 313
resize control, 28	selecting links, 52
resolution, changing display, 228-229	

selecting text for editing, 41	synchronization
selling, on Internet, 13	appointments, with MobileMe, 17
sending e-mail messages, 74-75	of apps, 154–155
shared printers, adding, 320-321	automatic, preventing, 139
sharing files with iDisk, 297	of calendars, 148–149
shortcuts. See keyboard shortcuts	connecting devices for, 138-139
Shuffle option, iTunes, 121	of contacts, 148–149
signatures, e-mail, 78-79	contacts, with MobileMe, 17
signing in	of games, 152-153
to FaceTime, 86–87	of mail, 148–149
to MobileMe, 286–287	with MobileMe, 298-299
skipping tracks, on CDs, 119	of movies, 146–147
sleep options, 226-227	of music, 7, 140-141
slide shows, 8, 160-161, 186-189	of photos from device, 144-145
smart albums, iPhoto, 169	of photos to device, 142-143
smart groups, Address Book, 99	of podcasts, 150–151
smart playlists, iTunes, 125	of TV shows, 146–147
snapshots, taking, 9	System Preferences
socializing, on Internet, 13	battery settings, 263
software updates	Bluetooth devices, connecting to, 304-305
manual, 254–255	desktop background, changing, 222-223
scheduling, 252-253	display resolution, changing, 228-229
songs, playing, 116-117	displaying, 220–221
sort buttons, iTunes, 115	Dock customization, 234–235
spreadsheets, creating, 5	file and printer sharing, configuring, 314-315
Standard account, 233	318–319
starting applications, 22-23	hot corners, configuring, 225
status area, iTunes, 115	icon, Dock, 21
status bar, 28	login items, removing, 256–257
Stickies application, 4	MobileMe, synchronizing with, 298–299
straightening, of photos, 174-175	network passwords, changing, 312–313
Stretch to Fill Screen option, Desktop & Screen Saver preferences, 223	screen saver settings, 224–225 shared printers, adding, 320–321
stretched versions of resolution, 229	sleep options, 226–227
switching between applications, 26	software updates, scheduling, 252–253
switching songs, on CDs, 120	Time Machine backups, 258–259
	unlocking, 268–269
	user accounts, 232–233

T	disks, repairing, 278–279
Tabs	reinstalling Mac OS X, 280–283
dialog, 33	restarting Mac, 266–267
Internet window, 54-55	unlocking System Preferences, 268–269
tagging photos, 178-179	turning features on and off, 30, 31
text boxes, dialog, 32	TV shows
text documents, creating, 4	playing, 11
text editing	synchronizing, 146–147
copying text, 42	
deleting characters, 40	U
moving text, 43	Uniform Resource Locator (URL), 53
selecting text for editing, 41	uninstalling applications, 250–251
text links, 52	unlocking System Preferences, 268–269
TextEdit application, 4	updates, software
themes, iMovie application, 197	manual, 254–255
Tile option, Desktop & Screen Saver	scheduling, 252–253
preferences, 223	uploading files to idisk, 296–297
Time Machine	URL (Uniform Resource Locator), 53
backups, configuring, 258–259	user accounts, 232–233
icon, Dock, 21	user permissions, 317
navigating backups in, 261	
restoring files using, 260–261	V
titles, adding to movies, 212-213	vertical scrollbar, 28
to-do items, creating, 108-109, 293	video calls, 15
toolbars, 28, 31	video chat, 15
transfer method, 53	videos. See also movies
transitions between clips, adding, 204-205	importing files, 198–199
Trash window	MobileMe, publishing to, 217
emptying items from, 246	QuickTime Player, playing with, 194–195
icon, Dock, 21	YouTube, publishing to, 217
restoring files from, 47	view options, iTunes, 115
trimming clips, 202–203	Viewer pane, iMovie application, 214–215
troubleshooting	visualizations, iTunes, 119
applications, forcing to close, 270–271	voiceovers, recording, 210-211
corrupt preferences file, repairing, 272–273	volume, adjusting, 117
disk permissions, repairing, 276-277	

WAP (wireless access point), 303 web page filename, 53 web pages. See also Internet addresses, entering, 53 bookmarking, 62–63 creating, 5 loading from history list, 58 navigating, 56–57 shortcuts for navigating, 57 shortcuts for opening in tabs, 55 tabs, opening in, 54–55	window layout, 28 Windows printers, shared, 321 Windows users, sharing files with, 317 wireless access point (WAP), 303 wireless connections, 303 wireless gateways, 303 wireless networks, connecting to, 308–309 Word for Mac, Microsoft, 4 Word processing documents, creating, 4 World Wide Web. See Internet
web surfing, 12	YouTube, publishing videos to, 217
Week view, iCal, 103 widescreen displays, 229 widgets, adding to Dashboard, 240–241 Wi-Fi networks, 308–309	Zoom button, 28 zooming in on photos, 159